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U.S. War Production  
Board

Handbook of helpful  
services for joint...

[Washington]

[1942]

97-84153-6

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U. S. War production board.

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**HANDBOOK OF HELPFUL SERVICES FOR  
JOINT LABOR-MANAGEMENT COMMITTEES**

COLUMBIA UNIVERSITY LIBRARIES

1942

RECEIVED

**WAR  
PRODUCTION  
DRIVE**

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Box 615



**WAR PRODUCTION BOARD**

*Washington, D. C.*

The U. S. Army . . . The U. S. Navy  
Maritime Commission . War Production Board

## War Production Drive Headquarters

Chairman,

JOINT LABOR-MANAGEMENT COMMITTEE,  
WAR PRODUCTION DRIVE.

The work of the joint plant committees in the advancement of the War Production Drive has resulted in progress and achievements. Both management and labor have earned the country's applause for the manner in which they have cooperated to increase war production. From hundreds of plants, news of activities, ideas, adaptations, and improvements have been received. Through thousands of communications has run the central idea of increased war production now.

War Production Drive Headquarters is now organized to provide information and materials which will help you in your efforts. In this Handbook of Helpful Services, you will find a description and explanation of how to obtain materials to carry on the efforts of your committee, including

U. S. ARMY SERVICES, including Performance Communiques, Speakers, Motion Pictures and Newsreels, Circulating Exhibits, Photographs.

POSTERS.

LEAFLETS for your Information Stand.

STICKERS.

STORIES for your plant newspaper.

MOTION PICTURES.

RADIO TRANSCRIPTIONS.

BULLETIN BOARD PLACARDS.

MARITIME SPEAKERS SERVICE.

A list of Regional Information Offices where you may apply for advice and consultation is also given in this handbook.

A separate pamphlet on the subject of Individual Awards for plant workers who have made outstanding suggestions calculated to advance all phases of war production has been mailed to you.

The purpose of this Service Handbook is to provide a compact and convenient replacement for the memoranda on similar subjects which have been mailed to you from time to time to date. Additional memoranda numbered serially describing services or making suggestions will continue to come to you. You should keep a file of them.

War Production Drive Headquarters offers this material as a basic aid to your own particular drive. The demand for these materials

is large and supplies frequently become exhausted and therefore are unavailable. Other materials are added or substituted. It is hoped that you will call upon your own ingenuity and skill to adapt these services and materials to your own individual or local problems and improve upon them in many instances in the future as you have done in the past.

Congratulations on the manner in which you are joining your efforts to the War Production Drive which has emerged in a brief time from a concept and invitation from Donald M. Nelson, Chairman of the War Production Board, to participate in a voluntary effort into a functioning movement throughout the Nation.

WAR PRODUCTION DRIVE HEADQUARTERS.

"... we have not yet won our battle of production; but I honestly believe that we have passed the turning point. During the next year or so we are going to work harder and sweat harder than ever before in our lives. But we can see ourselves working toward victory...."

*Wm. Nelson*

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## POSTER SERVICE

Posters should be given full display throughout your plant. A poster is only as good as the number of people who can see and read it easily.

Arrangements should be made for effective display of posters and streamers in each department of your plant.

As a general rule, you will use about five posters to one streamer.

Reproduced here are two posters and a streamer.

Several posters are available to date, and others are coming off the press at regular intervals. Those available now are listed below for you.

### Streamers.....Standard Size 16 $\frac{3}{4}$ " x 10'



#### Every Minute Counts.

Legend in blue on white, Seal of U. S. on ends, red in blue square on white.

#### Time Is Short.

Legend in blue on white, Seal of U. S. on ends, red in blue square on white.

#### United We Stand.

Legend in red on white, Seal of U. S. on ends, blue in red square on white.

#### It's Up to Us.

Legends in blue on white, Seal of U. S. on ends, blue in red square on white.

### Posters.....Standard Size 40" x 28 $\frac{1}{2}$ "

#### America's Answer: Production.

Horizontal, five colors on white, showing worker's arm with wrench.

#### Don't Let Him Down.

Vertical, red and blue, showing aviator in cockpit.

#### Flag: Give It Your Best!

Horizontal, red, white, and blue, showing flag with legend.



#### Give 'Em Both Barrels.

Horizontal, four colors on white, showing soldier with machine gun, worker with riveting machine.

#### Give 'Em The Stuff To Fight With.

Vertical, two colors, showing arm of production delivering material to embattled soldiers.

#### Goals: "Every Man, Woman, and Child . . ."

Horizontal, red, blue, black, and white, showing goals established by President against background of citizens.

#### He's Watching You.

Vertical, black, brown, and white, showing enemy soldier staring.

#### Men Working Together.

Horizontal, black and white on yellow, showing worker, sailor, and soldier.

#### More Production.

##### Kinda Give It Your Personal Attention, Will You?

Vertical, black and green on white, showing soldier during battle.

#### More Production.

##### She's a Swell Plane, Give Us More!

Vertical, black and red on white, showing aviator.

#### More Production.

##### Good News from Home: Planes, Ships, Tanks, Guns.

Vertical, two colors on white, showing soldier counting production.

#### More Production.

##### You Knock 'Em Out; We'll Knock 'Em Down.

Vertical, brown and blue on white, showing aviator pointing to plane's score.

#### More Production.

Vertical, blue and black on white, showing snowball labeled "More Production" chasing Hitler, Mussolini, and a Jap.

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**Save Rubber: Check Your Tires Now.**

*They've got more important places to go than you!*

Vertical, brown and yellow on white, showing four soldiers in a jeep. Conservation poster.

**Take Care!**

*Idle Hands Work for Hitler.*

Vertical, black and red on white, showing worker with arm in sling.

**Posters.....Double Size 40" x 56"**

**Flag: Give It Your Best!**

Horizontal, red, white, blue, showing flag with legend.

**Posters.....Half Size 20" x 28½"**

**Flag: Give It Your Best!**

Horizontal, red, white, blue, showing flag with legend.

**Posters.....Quarter Size 14" x 20"**

**Flag: Give It Your Best!**

Horizontal, red, white, blue, showing flag with legend.

**Give 'Em Both Barrels.**

Horizontal, four colors on white, showing soldier with machine gun, worker with riveting machine.

**Posters.....Placard Size 10" x 14"**

**Flag: Give It Your Best!**

Horizontal, red, white, blue, showing flag with legend.

**He's Watching You.**

Vertical, black, brown, and white, showing enemy soldier.

**Posters.....Placard Size 7" x 10"**

**More Production.**

Vertical, blue and black on white, showing snowball labeled "More Production" chasing Hitler, Mussolini, and a Jap.

**Posters.....Off Size 18" x 24"**

**We Are Now in This War.**

Vertical, red and black on white, newsprint, type poster quoting the President.

Send in your order specifying the number you can use of any of these. Also specify the number of each of the new ones you will want. The new ones will then be mailed to you automatically as soon as they are available.

Streamers are packaged in packages of 1, 2, 5, 10, 15, 20, 25, 30, 40, and 50. Posters are packaged in packages of 1, 2, 5, 10, 15, 25, 35, 50, 65, 75, 100, 125, 150, 175, and 200. You should order in quantities according to packaging assembly.

Send your order to *War Production Drive Headquarters, War Production Board, Washington, D. C.* Ask for posters you can use effectively and do not over-order or waste posters.







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## UNITED STATES ARMY SERVICES

War Production Drive Headquarters, cooperating with the United States Army, has arranged for direct services to War Production Drive Labor-Management Committees from the Army's Industrial Section.

The Industrial Section is staffed by a group of competent and experienced officers. The Industrial Section authorizes an offer of direct service and cooperation to joint Labor-Management Committees organized in support of the War Production Drive. Requests for such service should be addressed to: *Chief, Public Relations Branch, Headquarters, Services of Supply—Attention, Industrial Section, Room 3704, War Department, Washington, D. C.*

### ARMY SERVICES OFFERED

#### Performance Communiques.

These are "action bulletins" describing the actual performance of American-manufactured fighting equipment in the field—planes, tanks, guns, etc.—or carrying messages from top-flight Army men regarding war materials. Some of these Performance Communiques are obtained from front-line news by the War Department.

Such bulletins describe a dramatic and successful bit of action in which a piece of American-manufactured fighting equipment took part. The fighting unit is described by trade name and the bulletin is a report from the men who use the equipment to the men who make it on how it worked. These communiques are signed by ranking Army or War Department officials.

Performance Bulletins are dispatched in telegraph form to the "prime" plant producing the finished fighting unit and to subcontracting plants contributing a part or parts to the finished fighting unit. When received by the Labor-Management War Production Drive Committees, they should be reproduced in quantity and posted on War Bulletin Boards throughout each plant.

To receive this service write direct to the Industrial Section and be sure to name the item or unit you are producing and whether or not it is an Army or Navy contract. Include also specific information, within censorship regulations, concerning the ultimate use of your equipment in a fighting unit.

#### Speakers.

The Industrial Section has a small but highly experienced staff of speakers available for special appearances in war production plants. These officers are available on request of Labor-Management War Production Drive Committees and are familiar with subjects having a direct bearing on the worker's connection with the war effort. The speakers' division is likewise prepared to give you special assistance in organizing and handling such special events as Plant Dedications, Training Program Meetings, Patriotic Rallies, etc.

#### Circulating Exhibits.

The Industrial Section is beginning to assemble exhibits of interest to war workers. When completed, such exhibits will be circulated to war plants on request from Labor-Management Committees. These will be available without cost to the committees beyond charges for transportation and maintenance.

#### Photographs.

The Industrial Section has established a photograph division whose principal objective is to assemble and distribute Army action pictures and illustrations of interest to war industry workers. These photographs have a direct bearing on the relationship between the industrial soldier who makes the tools of war and the military personnel who can use these tools. The photo division can supply a great variety of 8 x 10 glossy pictures for mounting on bulletin boards in war factories and for use in house publications, etc. These photographs will be supplied on request when accompanied by a fairly adequate description of the subject matter desired.

## INFORMATION STAND SERVICE

You should have an Information Stand in your plant as suggested in the War Production Drive Plan Book.

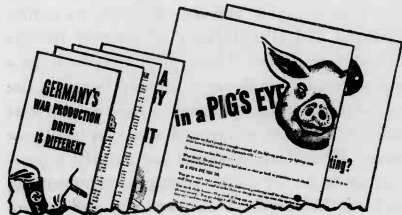
Information Stand material is now available—booklets and leaflets on a variety of subjects including

Total War.  
Germany's War Production Drive.  
He Was a Good Guy.  
Know Anything About Fighting?  
In a Pig's Eye.  
Get Straight on This War.

Leaflets and booklets listed above and others to be issued should be ordered from *War Production Drive Headquarters, War Production Board, Washington, D. C.*

State clearly the quantities you require and you will receive additional similar items in the same quantities as fast as they are published.

Leaflets are packaged in packages of 5, 10, 15, 25, 35, 50, 75, 100, 200, 300, 400, 500, 750, 1,000, 1,500, 2,000, 2,500, 3,000, 3,500, 4,000, 4,500, and 5,000. You should order in quantities according to packaging assembly.



## MOTION PICTURE SERVICE

War Production Drive Headquarters has made arrangements with the Office for Emergency Management Film Unit and the Army to service your requests for 16-mm. sound film covering various subjects related to the production effort.

The list of films below includes full instructions for ordering. Please follow the instructions for ordering carefully. Additional lists of film will be furnished from time to time by memoranda.

### Official United States War Films.

The following motion pictures are available through the Division of Information, Office for Emergency Management, in 16 mm. sound editions. They should be ordered from the depositories listed below. Depositories are permitted to make a service charge covering part of the cost of booking, inspecting, and packing at the rate of 50 cents for one subject and 25 cents for each additional subject on the same program. No extra charge will be made for films booked for more than one day's continuous use. Exhibitors are also asked to pay transportation costs to and from the point of exhibition.

#### Bomber.

(1 reel, 10 minutes.) Shows the manufacture of the B-26 medium bomber and suggests its speed and power as a combat plane. With a special commentary, written by Carl Sandburg.

#### Aluminum.

(1 reel, 9 minutes.) The story of the "fateful metal"; importation of bauxite; transmutation into alumina and thence into aluminum sheeting and subsequently into fighting planes.

#### Building a Bomber.

(2 reels, 20 minutes.) Educational exposition on the building of the B-26 U. S. Army medium bomber.

#### Building a Tank.

(2 reels, 20 minutes.) Educational exposition on the building of the M-3 medium tank, portraying processes of manufacture.

#### Men and Ships.

(2 reels, 22 minutes.) Picturization of training officers and seamen in our growing merchant marine. Magnificent photography; special score played by musicians from N. Y. Philharmonic Symphony.

#### Power for Defense.

(1 reel, 10 minutes.) Shows the variety of interesting uses of hydroelectric power in the Tennessee Valley; production of munitions showing Army shoes, aluminum, airplanes, uniforms, textiles, and other material. Photographed in the Tennessee Valley. Produced by the National Defense Advisory Commission in cooperation with the Tennessee Valley Authority.

#### The New Spirit.

(1 reel, 7 minutes.) A Walt Disney production for the Treasury Department, picturing Donald Duck learning how to help the war effort by paying his income tax.

#### Safeguarding Military Information.

(1 reel, 10 minutes.) Originally made by the Motion Picture Academy of Arts and Sciences as a training film for the U. S. Army, this film stresses the importance of secrecy on the part of military personnel and workers engaged in defense activities and shows the results of careless talk, dramatic scenes of ship explosion, sabotage, and disastrous events resulting from thoughtless revelation of information to enemy.

#### Tanks.

(1 reel, 10 minutes.) Shows production of the M-3 medium tank. Filmed at the new Chrysler tank arsenal near Detroit and at Fort Knox, Ky., headquarters of the U. S. Armored Forces, this subject shows the immensity of the tank production program. Commentary by Orson Welles.

#### Women in Defense.

(1 reel, 10 minutes.) Topical exposition of the various roles women are assuming in the war effort. Principal sequences show women of science, women in industry, and women in the voluntary services.

#### Ring of Steel.

(1 reel, 10 minutes.) Released in Sepia. This film glorifies the tradition of the American soldier and outlines his contribution to the development of the Nation. Commentary by Spencer Tracy. (Scheduled for release July 15.)

#### Depositories

YMCA Motion Picture Bureau,  
347 Madison Avenue,  
New York, N. Y.

Division of Information,  
Office for Emergency Management,  
Washington, D. C.

YMCA Motion Picture Bureau,  
19 South LaSalle Street,  
Chicago, Ill.

YMCA Motion Picture Bureau,  
351 Turk Street,  
San Francisco, Calif.

YMCA Motion Picture Bureau,  
1700 Patterson Avenue,  
Dallas, Tex.

#### Area Covered

New England States, New York,  
Pennsylvania, Delaware, New  
Jersey.

Maryland, Virginia, West Virginia,  
North and South Carolina,  
Georgia, Florida, District  
of Columbia.

Ohio, Indiana, Michigan, Illinois,  
Iowa, Wisconsin, Minnesota,  
North and South Dakota,  
Nebraska, Kentucky,  
Missouri, Kansas.

California, Oregon, Washington,  
Idaho, Montana, Wyoming,  
Nevada, Utah, Colorado, Arizona.

Texas, Louisiana, New Mexico,  
Oklahoma, Arkansas, Tennessee,  
Mississippi, Alabama.

#### Important.

Exhibitors will be held responsible for the loss of or damage to prints other than ordinary wear and tear regularly incurred in film usage.

#### Caution.

Prints of these films are available in sound editions only and cannot be run on a silent projector.

#### Notice.

All the films in the list of Official United States War Films should be ordered from the depository which serves your State.

#### Also.

These films may be purchased, if desired, at a rate covering cost of prints. If you want to buy one, address the Division of Information, Office for Emergency Management, Washington, D. C., for instructions.

## United States Army Films.

### WAR WORKERS FILMS

#### Arms Behind the Army.

A 10-minute film report from the U. S. Army to the men who produce its arms. Covers a wide scope and is made exclusively for war workers and not for public exhibition. Obtainable in 35- or 16-mm. sound film.

#### Aircraft.

A 10-minute film report from the U. S. Army on aircraft production exclusively for war workers. Obtainable in 35- or 16-mm. sound film.

#### Ordnance.

A 10-minute film report from the U. S. Army on ordnance production exclusively for war workers. Obtainable in 35- or 16-mm. sound film.

### AIR CORPS

#### Wings of the Army.

A 4-reel sound film available in 16-mm. and 35-mm. sizes. Depicts the story of the United States Army Air Corps from early flights by the Wright Brothers up to the operation of the latest and fastest type of military airplane.

#### Flying Cadets.

A 4-reel sound film depicting the training of Air Corps pilots from their entrance in civilian schools conducted by Civil Aeronautics Administration to completion of flight training at Randolph and Kelly Fields. Shows most of the methods used in training military pilots, available in 35-mm. and 16-mm. sizes.

## United States Army Training Films.

(Running time about 15 minutes each)

### **Parachute Training in the German Army.**

#### **Aerial Photography.**

Good technical material for vocational training or for skilled workers.

### **Machining the Shell.**

Technically good for vocational training or for subcontracting construction.

### **Loading, Assembling, and Packing Ammunition.**

Good for possible subcontractors, not for vocational training or workers.

### **Notice.**

All films listed under the captions, *War Workers Films*, *United States Army Films*, and *United States Army Training Films*, can be obtained without charge, except for cost of handling, through application direct to the Army by letters addressed to *Industrial Section, Public Relations Branch, U. S. Army, Room 3704, War Department, Washington, D. C.*

## RADIO TRANSCRIPTION SERVICE

A variety of transcribed material is now available to Labor-Management War Production Drive Committees.

Plant committees desirous of using these recordings which embrace significant and effective messages from the Government to war producers on their individual contributions, as well as on our national war effort, will be provided with transcriptions of their own selection without cost. Following is a descriptive list of this material with instructions for obtaining selections.

Transcribed material is used with good results in many plants equipped with or renting or otherwise obtaining portable public-address systems. It is also used by some plant committees through local radio stations. Many assembly halls and workers' meeting places are also equipped to use transcriptions. They are used as part of the program in rallies and plant and union meetings and are convenient in plant eating halls or cafeterias and are widely adaptable. Many schools are equipped with play-back equipment which is portable and can be utilized by local arrangement.

Plant committees will make their own selections according to their own judgment and circumstances and order from the following list:

### **Battle Reports.**

#### **Bombing Jap Ships.**

A 5-minute transcribed report by Capt. Hewitt Wheelock of his famous bombing raid in the South Pacific. The Army hero, whose exploit was recently cited by President Roosevelt, gives a first-hand account from a man who uses weapons to men who make weapons on how the equipment performed in battle. He is interviewed by Col. Charles W. Kerwood. (Order on a 12-inch disc usable on public address or phonograph turntables from *Industrial Section, Public Relations Branch, U. S. Army, Room 3704, War Department, Washington, D. C.*)

### **Bombing Tokyo.**

Brig. Gen. James Doolittle who led the first bombing raid in history on Tokyo reports in a 5-minute transcription on what happened on how the airplanes performed. (Order on a 12-inch disc usable on public address or phonograph turntables from *Industrial Section, Public Relations Branch, U. S. Army, Room 3704, War Department, Washington, D. C.*)

## **War Production Drive Transcriptions.**

(All under this caption are playable on standard radio and public-address systems with turntables operating at 33 $\frac{1}{3}$  or 78 revolutions per minute. Please state the speed desired by you. Order those under this caption from *War Production Drive Headquarters, War Production Board, Washington, D. C.*)

### **One-Minute Spots.**

This is a single disc including the President's own presentation of our national 1942-43 production goals and also several 1-minute dramatizations of United States war production. Between each spot is a brief presentation of martial and patriotic music.

### **Planes.**

This 13-minute transcription explains in dramatic form the place of American plane production in this war. Workers in assembly plants as well as workers in subcontracting plants can hear how their individual efforts are a vital factor in clearing the skies of Nazi and Jap planes. War Department communicates reporting to the men who made the planes on how they were used are included in the recording. English and American fliers upon landing after successful raids give their experiences in the air.

### **Tanks.**

This is a 12-minute transcription depicting in dramatic and interesting form the contribution to the war effort of workers in tank arsenals and in factories doing subcontracted work. Authentic United States Army communicues from the fighting fronts reporting on American tanks' performance, maneuverability, and firing power are an integral feature of the recording. A tank test driver also gives his views on tank production.

### **Ships.**

This is a 9-minute transcription giving a vivid account of the shipbuilding industry and its workers in the war. Yard workers and workers on subcontracting jobs may hear through this recording just how their jobs coordinate and how our Production Drive in the building of ships is a controlling factor in winning the war. Navy Department communicates, which are part of the recording, dramatize the workers' role in the war. A sailor of a torpedoed merchant ship relates his exciting experiences.

### **Production and the War.**

This is a dramatic 15-minute recording which emphasizes the relationship of the individual worker to the war effort. This recording is inspirational and entertaining and links the battle line and the production line.

### **America Builds a Victory Fleet.**

This is a 30-minute dramatization of the development of the Victory Ship program. Emphasis is given the part inland factories and land-bound states play in our war maritime program. Its presentation is documentary, stirring. This is a United States Maritime Commission presentation provided to the War Production Drive.

### **Donald Nelson Speeches.**

A 5-minute address in which Mr. Nelson outlines the purposes and progress of the War Production Drive. Also, his March 2 address presenting the War Production Drive (15 minutes). Also, March 10 address, elaborating on the purposes of the War Production Drive and what it seeks to accomplish (15 minutes).

### **Production.**

On March 17 all radio networks broadcast a 30-minute program dealing with war production. It is a highly dramatic presentation of the facts pertaining to ourselves and the war effort. Mr. Nelson spoke for several minutes during the program outlining our direction for the future.

### **You Can't Do Business With Hitler.**

This is a transcription series prepared by the Radio Section of the Office for Emergency Management which is being played by hundreds of radio stations throughout the country. The series is a dramatization of Douglas Miller's popular and best-selling book of the same name. Two of the series are particularly pertinent to the workers of America. These are recordings of Hitler and the Labor Movement and of the place of women under the Nazi regime. These transcriptions are on the other side of the following transcriptions: *Planes (You Can't Do Business With Hitler, No. 1); Ships (You Can't Do Business With Hitler, No. 2); and Production and the War (You Can't Do Business With Hitler, No. 3).*

### **Bombs.**

This 6-minute recording emphasizes the contribution of workers in industries producing bombs for the war effort. The message of Brig. Gen. James Doolittle to these workers shows how they were directly responsible for the success of his raid over Tokyo.

### **Antiaircraft Guns.**

A 6-minute recording dramatizing the work and efforts of men and women in the factories producing antiaircraft guns. This transcription points out how their particular type of war work contributes to the success of our armies abroad, and also how they are insuring the safety of our own homes and cities.

### **Electrical Equipment.**

A 6-minute recording showing the vital contribution made by the workers in electrical equipment factories to the war effort. The fruits of their efforts appear in almost every phase of the war—on land, sea, and air. Included in the transcription is the personal account of a soldier who returned from an American airfield bombed for 3 days by Jap planes and who witnessed how the arrival of an antiaircraft battery defeated the attackers.

### **The Star-Spangled Banner.**

A 1 $\frac{1}{4}$ -minute band recording.

## MARITIME SPEAKERS SERVICE

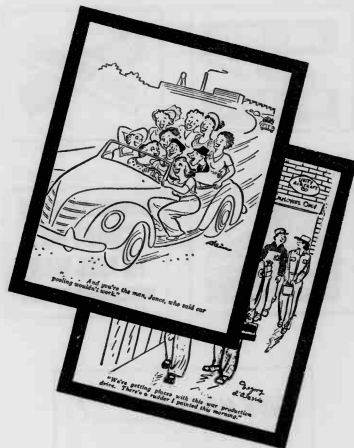
The National Service, an instrumentality of the United States Maritime Commission, has authorized War Production Drive Headquarters to invite joint Labor-Management Production Drive Committees to use its facilities in obtaining speakers for war production plant meetings in shipyards and factories.

The National Service has on its staff sailors and officers of the American Merchant Marine who have performed gallant deeds and undergone unusual experiences in carrying the weapons and material made in American war factories to battlefronts of the global war. It also has on its staff sailors and soldiers of the United Nations who have had actual war experience on the seas and overseas, and other outstanding persons whose experiences will contribute interest to such meetings. Their appearance at plant rallies or workers' meetings serves to bring reports on the war directly to the factory production floors and carry out a basic purpose of the Production Drive.

The staff of the National Service is limited. When a request is made by a Labor-Management Committee for a speaker from the National Service, it is essential that the committee state the approximate size of the audience to be addressed, the time and place of the meeting, the principal war products of the plant, whether the meeting place is equipped with a public-address system and microphones, and any main characteristics of the audience, so that a suitable speaker may be selected.

Request this service by addressing: *C. M. Paul, Director, National Service, United States Maritime Commission, 39 Broadway, New York, N. Y.*

## BULLETIN BOARD PLACARD SERVICE



Bulletin boards, to be most useful, need frequent dressing up. War Production Drive Headquarters is offering a new service for this purpose. It consists of a series of placards in 10" x 14" size for posting on bulletin boards. In part these will consist of cartoons by nationally known cartoonists on subjects pertinent to the War Production Drive and the activities of the subcommittees of the joint committees within the plants.

Those who desire this service on a regular basis should order from *War Production Drive Headquarters, War Production Board, Washington, D. C.*, placards in the number of their own bulletin boards. Make sure that the placards are changed as new supplies are received, because the fresh material on the board will lend added interest to the board itself. The schedule for production of this material will aim to provide those ordering the service with one useful placard for each bulletin board in the plant each week.

## STICKERS



**GIVE HITLER \_\_\_\_\_!**

Illustrated here are sample stickers which are now available on order from the *War Production Drive Headquarters, War Production Board, Washington, D. C.*

The War Production Drive Headquarters wants to make this observation concerning the use of stickers. First, these pasters with slogans on them are designed to appeal to men who will want to stick them up where they can be seen. In effect, they are small cheap posters. The original Plan Book, in an effort to cite an example of a way in which stickers might be used, proposed that they could be used on machines at which men work. Care must be exercised that these stickers are *not* used in any manner injurious to machinery, dangerous to operations, or so as to deface property. Stickers may be used properly and with advantage on certain surfaces near machines, on bulletin boards or boards used to back report papers, and in other spots where many can view them.

The supply of stickers now available is limited. The committee should not, therefore, order and expect to get a copy of each sticker for each man in the plant. It would be better to order a total number that would not exceed one for each man who would be able to use one. Orders for individual stickers cannot be handled separately, except for the flag sticker, because of the problems of packaging and mailing. Orders should be placed for sets of 360 stickers which are already packaged. Each package contains 24 of each single color sticker, divided into half red and half blue, and 24 of the flag sticker.

Please order stickers by packages directly from *War Production Drive Headquarters, War Production Board, Washington, D. C.*, and make a special effort when the stickers are received to see that none are wasted or used improperly.



## MATERIAL FOR PLANT NEWSPAPERS

Many plants which are participating in the War Production Drive already had, or now have, plant newspapers, house organs, or employee publications which are proving useful in the Drive. War Production Drive Headquarters recognizes the responsibility it has to the editors of these papers. It has been arranged, therefore, for each War Production Drive Committee to receive a copy of the weekly magazine, *VICTORY*, and the *VICTORY BULLETIN*. In the event the Committee wants more than one copy, the magazine *VICTORY* can be obtained by subscription at 75 cents a year in accordance with instructions which appear in the magazine itself.



The magazine *VICTORY* will carry cartoons bearing on the War Production Drive from time to time. These will be available to the committees in mat form on order, as shown in the magazine, and can be reproduced as desired in the plant newspapers. There will be other material in *VICTORY* which may be applicable to the particular industrial plant or community in which the Production Drive is organized. This may be reproduced also.

The *VICTORY BULLETIN* is a mimeographed publication prepared especially for use by editors of employee publications, house magazines, and plant newspapers. It will contain material bearing specifically on the War Production Drive.

As stories containing interesting developments in the national progress of the War Production develop, they will be mailed to the committees in the form of press releases. These may also be used by your editor.

## OTHER WAR PRODUCTION DRIVE PUBLICATIONS

War Production Drive Headquarters has issued other publications which have proved helpful to committees in organizing and operating their War Production Drives within their plants. These are:

### Plan Book.

Sets out the general plan of the War Production Drive and explains its purposes and how to organize it.

### Report.

Shows through many concrete suggestions how several well-known companies adapted the War Production Drive to plant requirements.

### Individual Awards Plan.

Sets forth the plan for individual awards to workers making meritorious contributions to War Production.

### Poster Catalog.

Describes posters used in the War Production Drive and explains how to use and how to order them.

## SERVICES OF REGIONAL INFORMATION OFFICERS

The War Production Drive is not a publicity effort but it may be aided by proper publicity. As a further means of providing help, advice, and consultation, the plant committees may call upon the services of the Information Division of the Office for Emergency Management for assistance and counsel.

A list of these field information officers follows. You should communicate, as you desire, with the office nearest your plant. These men will be glad to cooperate in establishment of contacts and in the preparation of stories on the progress of the Drive in your industrial area.

Please feel free to call upon these field officers at any time.

<i>Office</i>	<i>Information Officer</i>	<i>Territory</i>
ATLANTA.....	Marvin Cox, 1722 Candler Building. Tel. Jackson 5880.	Georgia, Florida, Alabama, Tennessee, Mississippi.
BALTIMORE... (Branch of Philadelphia.)	Yale Merrill, 1528 Baltimore Trust Bldg. Tel. Plaza. 8170	
BIRMINGHAM (Branch of Atlanta.)	Irving H. Beiman, 301 Phoenix Building. Tel. 4-7761.	
BOSTON.....	E. Bigelow Thompson, 17 Court Street. Tel. Lafayette 7500, Ext. 204-205. Evenings: 30 Cornhill. Lafayette 7502, 7503.	Maine, New Hampshire, Vermont, Rhode Island, Massachusetts, Connecticut.
BUFFALO..... (Branch of New York.)	Harry S. Mullany, 1502 Rand Bldg. Tel. Madison 3160.	
CHICAGO..... (Branch of Detroit.)	William F. Sullivan, 2600 Civic Opera Building. Tel. Andover 3600, Ext. 21-22. Evenings: Andover 3604.	
CLEVELAND...	Samuel Slotky, 472 Union Bank of Commerce Bldg. Tel. Cherry 7900. Evenings: Cherry 7913.	Ohio, Kentucky, West Virginia.
COLUMBIA..... (Branch of Richmond.)	Stuart Rabb, 410 Liberty Life Bldg.	
COLUMBUS..... (Branch of Cleveland.)	Ward Moore, Fourth Floor, Peters Bldg., 68 East Gay Street. Tel. Main 7841.	

Office	Information Officer	Territory
DALLAS . . . . .	L. L. Siak, 1102 Fidelity Building, Tel. Riverside 4631. Evenings: Riverside 4651-4652.	Texas, Oklahoma, Louisiana.
DENVER . . . . .	Eugene Cervi, 320 Kittredge Bldg. Tel. Tabor 3173.	Colorado, Wyoming, New Mexico, Utah.
DETROIT . . . . .	Paul Jordan, 800 Boulevard Building, 7310 Woodward Avenue. Tel. Trinity 1-5500, Ext. 53.	Illinois, Wisconsin, Michigan, Indiana, Iowa.
HARTFORD . . . . .	Wendell A. Teague, 119 Ann Street, Tel. Hartford 7-9251-7-0301.	
HOUSTON . . . . .	Maurice Gardner, (Branch of Dal- las.) 1101 Electric Building. Tel. Capitol 7201.	
INDIANAPOLIS . . . . .	Joseph Collier, (Branch of De- troit.) Tenth Floor, Circle Tower Building. Tel. Ma. 8511, Ext. 18.	
JACKSONVILLE . . . . .	William Bennett, (Branch of At- lanta.) 522 Lynch Building. Tel. 5-1846-5-1847.	
KANSAS CITY . . . . .	Marvin McAlister, 300 Mutual Building. Tel. Victor 7780.	Missouri, Nebraska, Kansas, Arkansas.
LITTLE ROCK . . . . .	E. H. Thomas, (Branch of Kansas City) Commercial Nat'l Bk. Bldg.	
LOS ANGELES . . . . .	Howard Freeman, (Branch of San Francisco.) 320 Western Pacific Build- ing, 1031 South Broadway. Tel. Richmond 0311.	
MEMPHIS . . . . .	Ewing Johnson, (Branch of At- lanta.) 2111 Sterick Building. Tel. 5-7421, Ext. 17.	
MILWAUKEE . . . . .	George A. Mann, (Branch of De- troit.) 7002 Plankinton Arcade. Tel. Broadway 4440. Evenings: Br. 2688.	
MINNEAPOLIS . . . . .	Dowsley Clark, 326 Midland Bank Bldg. Tel. Maine 3244; Nestor 4518. Night: 5032.	Minnesota, North Dakota, South Dakota.
MONTPELIER . . . . .	Harold Bergman, (Branch of Bos- ton.) Pavilion Hotel.	
NASHVILLE . . . . .	Jack Bondurant, 909 Stahlman Bldg.	
NEWARK . . . . .	James J. Kennedy, (Branch of New York.) Globe Indemnity Building, 20 Washington Place. Tel. Market 2-0700.	
NEW ORLEANS . . . . .	David McGuire, (Branch of Dal- las.) 549 Canal Building. Tel. Raymond 2312.	
NEW YORK . . . . .	Clifton Read, 703 Chanin Building, 122 East 42d Street. Tel. Murray Hill 3-6805. After 7 P. M.: Murray Hill 3-6828. Prince Carlisle (OPA In- formation Officer), Empire State Building, 350 Fifth Avenue. Tel. Chickering 4-8950. Alex Ross, State OPA Office, 535 Fifth Avenue.	New York, New Jersey.

Office	Information Officer	Territory
O K L A H O M A . . . . .	Harrington Wimberly, 534 Key Building. (Branch of Dal- las.) Tel. 7-1551.	
OMAHA . . . . .	Lawrence May, (Branch of Kan- sas City.) 524 Grain Exchange Bldg. Tel. Jackson 6466.	
PHILADELPHIA . . . . .	Howard Browning, 744 Pennsylvania R. R. Suburban Building. Tel. Locust 3416.	Pennsylvania, Delaware, Maryland.
PITTSBURGH . . . . .	Harry Kodinsky, (Branch of Phil- adelphia.) 507 Fulton Building. Tel. Grant 2962, Ext. 61-62. Evenings: Grant 2966.	
PORTLAND . . . . .	Ben Titus, (Branch of San Francisco.) 815 Bedell Bldg. Tel. Atwater 7241.	
RALEIGH . . . . .	William Sharpe, (Branch of Rich- mond.) 110 Sir Walter Hotel. Tel. 3-1903-3-1901.	
RICHMOND . . . . .	William Bourne, 10 S. Fifth Street Tel. 7-2351.	Virginia, North Carolina, South Carolina.
ST. LOUIS . . . . .	Edward Thompson, (Branch of Kan- sas City.) Paul Brown Building, 818 Olive Street. Tel. Central 3200.	
S A L T L A K E . . . . .	Ottis Peterson, CITY. (Branch of Den- ver.) 308 David Keith Building. Tel. 5-7551.	
S A N F R A N . . . . .	Dean Jennings, CISCO. Western Merchandise Mart, 1355 Market Street. Tel. Klondike 2-2300.	California, Washington, Oregon, Nevada, Arizona, Montana, Idaho.
SEATTLE . . . . .	Howard Macgowan, (Branch of San Francisco.) 440 Henry Building. Tel. Elliott 0200.	
WICHITA . . . . .	Pliny Castamen, York Rite Bldg.	

# INTENTIONAL SECOND EXPOSURE

Office	Information Officer	Territory
DALLAS.....	L. L. Sisk, 1102 Fidelity Building. Tel. Riverside 4651. Evenings: Riverside 4651-4652.	Texas, Oklahoma, Louisiana.
DENVER.....	Eugene Cervi, 329 Kittredge Bldg. Tel. Taber 3173.	Colorado, Wyoming, New Mexico, Utah.
DETROIT.....	Paul Jordan, 800 Boulevard Building, 7310 Woodward Avenue. Tel. Trinity 1-5500, Ext. 53.	Illinois, Wisconsin, Michigan, Indiana, Iowa.
HARTFORD....	Wendell A. Teague, 119 Ann Street. Tel. Hartford 7-9251- 7-0301.	
HOUSTON.....	Maurice Gardner, 1101 Electric Building. Tel. Capitol 7201.	
INDIANAPOLIS.	Joseph Collier, Tenth Floor, Circle Tower Building. Tel. Ma. 8511, Ext. 18.	
JACKSONVILLE.	William Bennett, 522 Lynch Building. Tel. 5-1846-5-1847.	
KANSAS CITY..	Marvin McAlister, 300 Mutual Building. Tel. Victor 7780.	Missouri, Nebraska, Kansas, Arkansas.
LITTLE ROCK..	E. H. Thomas, Commercial Nat'l Bk. Bldg. (Branch of Kansas City)	
LOS ANGELES..	Howard Freeman, 320 Western Pacific Build- ing. 1031 South Broadway. Tel. Richmond 0311.	
MEMPHIS.....	Ewing Johnson, 2111 Sterick Building. Tel. 5-7421, Ext. 17.	
MILWAUKEE..	George A. Mann, 7002 Plankinton Arcade. Tel. Broadway 4440. Evenings: Br. 2688.	
MINNEAPOLIS .	Dowalee Clark, 326 Midland Bank Bldg. Tel. Maine 3244; Nestor 4518. Night: 5032.	Minnesota, North Dakota, South Dakota.
MONTPELIER..	Harold Bergman, Pavilion Hotel. (Branch of Bos- ton.)	
NASHVILLE....	Jack Bondurant, 909 Stahlman Bldg.	
NEWARK.....	James J. Kennedy, Globe Indemnity Building, 20 Washington Place. Tel. Market 2-0700.	
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Office	Information Officer	Territory
O K L A H O M A CITY. (Branch of Dal- las.)	Harrington Wimberly, 534 Key Building. Tel. 7-1551.	
OMAHA.....	Lawrence May, 524 Grain Exchange Bldg. Tel. Jackson 6466.	
PHILADELPHIA.	Howard Browning, 744 Pennsylvania R. R. Suburban Building. Tel. Locust 3416.	Pennsylvania, Delaware, Maryland.
PITTSBURGH ..	Harry Kodinsky, 507 Fulton Building. Tel. Grant 2962, Ext. 61-62. Evenings: Grant 2966.	
PORTLAND.....	Ben Titus, 815 Redell Bldg. (Branch of San Francisco.) Tel. Atwater 7241.	
RALEIGH.....	William Sharpe, 110 Sir Walter Hotel. Tel. 3-1903-3-1901.	
RICHMOND....	William Bourne, 10 S. Fifth Street Tel. 7-2331.	Virginia, North Carolina, South Carolina.
ST. LOUIS.....	Edward Thompson, (Branch of Kan- sas City.) Paul Brown Building, 818 Olive Street. Tel. Central 3200.	
S A L T L A K E CITY. (Branch of Den- ver.)	Ottis Peterson, 308 David Keith Building. Tel. 5-7531.	
S A N F R A N - CISCO.	Dean Jennings, Western Merchandise Mart, 1355 Market Street. Tel. Klondike 2-2300.	California, Washington, Oregon, Nevada, Arizona, Montana, Idaho.
SEATTLE.....	Howard Macgowan, 440 Henry Building. (Branch of San Francisco.) Tel. Elliott 0200.	
WICHITA.....	Pliny Castamen, York Rite Bldg.	

WAR PRODUCTION DRIVE HEADQUARTERS

WAR PRODUCTION BOARD

WASHINGTON, D. C.

—  
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID  
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